

# HCDC

## Checklist of Items Needed With Application

Please provide all items listed below (if applicable):

- ☐ **"History of Business"**, please complete the form enclosed
- ☐ **"Personal History Statement"**, please complete the form enclosed for any officer, director, partner or owner of the Applicant Company or the EPC
- ☐ **"Personal Financial Statement"**, please complete the form enclosed for any officer, director, partner or owner of the Applicant Company or the EPC (spouse's signature required)
- ☐ **Personal Tax Returns**, including all schedules for prior three years, for any officer, director, partner or owner of the Applicant Company or the EPC
- ☐ **"Management Resume"**, please complete the form enclosed for any officer or key managers of the Applicant Company
- ☐ **Business Tax Returns**, including all schedules for prior three years
- ☐ **Business Financial Statements**, for fiscal year ending last three years
- ☐ **Interim Financial Statement**, to include balance sheet and income statement dated within 90 days of application
- ☐ **Accounts Receivable and Accounts Payable Aging**, provided in a 30/60/90 day format and dated within 90 days of application (same date as Interim Financial Statement)
- ☐ **"Projected Annualized Income Statement"**, complete the form enclosed to detail projections for the first 2 years after the project is complete
- ☐ **"Existing Business Debts"**, please complete the form enclosed detailing current debt held by the Applicant Company
- ☐ **Purchase Agreement**, for purchase of land and/or existing building, signed by all parties
- ☐ **Contractor cost estimates**, for construction and/or renovation
- ☐ **Equipment Bids**, with Invoices or Purchases Orders for equipment
- ☐ **Commitment Letter**, from Participating Lender, if available
- ☐ **Articles of Incorporation and Code of Regulations/By-laws**, for any corporation
- ☐ **Articles of Organization and Operating Agreement**, for any limited liability company
- ☐ **Partnership Agreement**, for any general partnership
- ☐ **For any affiliate companies, please provide:**
  - ☐ Description of Affiliate(s)
  - ☐ Percent Ownership in Affiliate(s)
  - ☐ Affiliate Business Tax Returns and/or financial statements for prior three years
  - ☐ Affiliate Interim Financial Statement, to include balance sheet and income statement dated within 90 of application
- ☐ **If you are an existing SBA borrower, please provide the following:**
  - ☐ Copy of SBA Authorization and Loan Agreement for any existing SBA loan(s)